

Administrative Services Assistant 4 Division of Family Health and Wellness Davidson County, TN

Job Overview:

The Tennessee Department of Health's Division of Family Health and Wellness is hiring an Administrative Services Assistant 4 in Nashville, TN. This position will be responsible for managing staff travel. This position will provide back up support for onboarding, offboarding, and equipment management.

Key Responsibilities:

- Serve as primary point of contact for staff regarding travel policy and process
- Guide staff through the travel documentation process
- Prepare and process travel paperwork
- Host training sessions for staff on travel policies and process
- Answer staff questions related to travel policies
- Ensure compliance with all policies and processes
- Identify innovative and creative ways to continually improve travel policies and processes that benefits both the organization and staff
- Ability to work remotely and in the Nashville, TN office

Education Requirements:

Education: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to four years of full-time professional work OR three years of professional administrative services experience with the State of Tennessee.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. OR Three years of increasingly responsible professional administrative services experience with the State of Tennessee.

Salary Range:

\$ 3,958 - \$ 5,950 per month

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status, or any other category protected by state and/or federal civil rights laws.

Who we are and how we impact Tennessee:

TDH incorporates our values into the work we do each day to achieve our mission, live our vision and address our two strategic priorities of prevention and access.

Mission:

Protect, promote, and improve the health and prosperity of people in Tennessee.

Vision:

- Healthy People
- Healthy Communities
- Healthy Tennessee

Our Values:

- Collaboration
- Excellence
- Integrity
- Compassion
- Respect
- Health Equity

Strategic Priorities:

Prevention:

- Support Local Leadership
- Decrease Youth Obesity
- Decrease Tobacco Use
- Decrease Substance Misuse
- Prevent and Mitigate Adverse Childhood Experiences

Access:

- Optimize Internal Clinical Efficiency
- Improve External Primary Care Access
- Leverage Innovation
- Expand Partnerships